

BOOKING INFORMATION FOR VENUE RENTALS AT THE MUSEUM OF VANCOUVER

Roles and Responsibilities:

The Museum: Provides specific rooms and amenities within the shared facility. The Museum facilitates the Renter's (and their vendors) use of its spaces.

The Renter: Is responsible for coordinating the details of the event. This includes the load-in, setup, cleanup and removal of your supplies, equipment, furniture (including tables and chairs provided by MOV), and materials before, during and after your event. The renter is required to provide the items needed to produce their event, apart from items the Museum provides access to.

General Restrictions and Permissions:

- *Open flames are prohibited in the building.* This includes candles, sparklers, or gas/propane fueled burners. Chafing dishes and warming trays are permitted but can only be fueled by Sterno in event spaces.
- Propane tanks, Butane canisters, or Helium tank usage or storage *is prohibited* anywhere on the premises.
- Do not place anything on top of free-standing displays or display cases inside the galleries. If museum staff notice glassware or plates that have been placed on any of these surfaces by event attendees or catering, renter must see to their immediate removal.
- City of Vancouver by-laws prohibit smoking, vaping, and e-cigarettes use in all interior areas, including the inner courtyard, and at least two (2) metres from exterior entrances.
- Fire Marshall regulations prohibit any obstruction to exits or aisles in any room. The legal capacity of event spaces will be strictly enforced.
- All health, safety and liquor permits are the responsibility of the renter.
- Renters are required to secure at their own expense Third Party Legal Liability Insurance and if applicable, Host Liquor Liability Insurance. These can be purchased through the Museum of Vancouver.
- No amplified music can be played on the Garden Patio after 10:00pm, in accordance to City of Vancouver bylaws.
- No pets are allowed inside the building.
- Be sure to include all time needed for setup and takedown/clean up in your rental time. The spaces are not available outside your rental period hours. Our overtime rate is **\$350 every 30 minutes you go over your contracted end time.**

Catering Restrictions/Information:

- *No cooking is allowed indoors.* No cooking facility exists onsite - all cooking must occur offsite or outdoors. Details of plans for any food preparation, including reheating, must be discussed in advance.
- Cooking outdoors can only be done with electric equipment. Propane/butane is not permitted anywhere on MOV grounds.
- Alcoholic beverages are not permitted on the premises unless renters have acquired the appropriate licensing from the BC Liquor Control and Licensing Branch. The Renter must acquire the License themselves. *The MOV cannot do this for you.*

Décor/Floral Information:

- You are welcome to bring your own décor and decorate the room as you please (within your setup time.) All décor items on walls or windows must use painters tape to affix.
- Candles and helium tanks *are prohibited* inside the building.
- All floral materials must come from a florist or floral wholesaler and must be pest/insect free.
- All floral materials must be removed from the building at the end of the event.
- Vases or other containers that held floral materials must be emptied of all contents if they are to be stored overnight.
- No confetti, or glitter may be used at any time in or around the Facilities.
- No strong adhesive tape, such as duct or electrical tape may be used on any surface. For posting signs in the facility, painters tape is required. Renters using strong adhesive will be charged additional clean up fees. Renters are responsible for supplying the appropriate tape and supplies for decorating and posting their signs.
- Items may not be hung from the ceiling.

Audio Visual Information:

- You are required to bring any additional audio visual components needed for your event. These might include: extension cords, power bars, wireless microphones, speakers, and amps, gaff tape, additional lighting, etc.
- Rental of the Museum's Projector must be arranged prior to the event (*applicable to the Garden Patio & History Room only. Projector comes included when you rent the Joyce Walley*).

- The Museum does not provide Laptops for presentations. Our projectors connect via HDMI cable. The Renter should ensure they have the appropriate connectors/adapters and cords prior to arrival at the museum.
- Wi-Fi is included within the Joyce Walley Room, Garden Patio & History Room, Lobby and Boardroom.

Delivery Information:

- Arrangements must be made with the Museum rental department for scheduling of deliveries and the allocation of appropriate onsite storage location.
- Please provide the Museum with a list of vendors and their delivery/pick up itinerary. Items cannot be dropped off earlier than 48 hours prior to your event, and must be picked up, at the latest, 48 hours after you event, between 10:00am and 5:00pm daily. Storage space can be limited, please let our Rentals Department know what's coming to ensure we have space.
- Deliveries are to be made to the front doors of the Museum only.
- Do not park any vehicles on either of the ramps leading up to the front entrance. Load in/out can occur from vehicles parked in the front of the building.
- Parking overnight is prohibited unless specific arrangements have been made with EasyPark.

Cleanup/Strike-down Information:

- After your event, *renters are responsible for the removal of all garbage and recycling associated with the event from the building.* Load out is not considered over until this is complete – overtime fees will apply until garbage is removed.
- The Renter must arrange for tear-down of the Event to occur immediately after the Event.
- Any items dropped off/to be picked up must be stored in designated storage areas - *not in the rental spaces.*
- Large spills must be reported to the Museum staff immediately.
- If you are using any MOV provided furniture, it must be setup/struck by you within your rental period and returned to its appropriate storage.

Storage and Pick-up Information:

- The Museum is not liable for any personal or rental items stored in the building during the day or overnight. Renters must ensure that their rentals are stored in the designated storage areas – *not in rental spaces* - and that no valuables are left unattended. Museum staff are not responsible for monitoring event rental materials.
- Please arrange for drop off of event rentals or personal items no earlier than 48 hours prior to event. All materials must be picked up, at the latest, 48 hours after your event and between 10:00am and 5:00pm daily.

Payment Information:

- A 50% non-refundable deposit on the room Rental Fee is due upon signing the Rental Agreement, and can be taken no later than two weeks before an event.
- The balance of the final payment will be taken within seven (7) days, before or after your event.
- Your credit card authorization will be held for up to seven (7) days after an event to cover any incidental damage of our facilities or possessions, as well as to cover any overtime fees.

Parking

- The parking lot in front of the building is operated by EasyPark and requires payment. MOV is unable to provide discounted rates or parking support. You and your guests can pay by credit card at the two physical stations in the lot, or via phone with the Zipby mobile app.